

**User Manual  
for the  
Joint Staff  
Evacuation  
(EVAC) System**

*Prepared for:*  
**DISA/D3  
and  
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# **User Manual for the Evacuation System ( EVAC )**

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## **1. Scope.**

The EVAC systems allows ‘ordinary users’ of the system to display and print information about the numbers of various types of personnel needing to be evacuated during times of crisis in various parts of the world. These numbers are used by various agencies to develop logistic plans for evacuation of personnel located in areas of crisis. The types of personnel users of the EVAC system can receive evacuation information for include the following:

*Non-contractor, non-DOD US citizens*

*- Includes State Department, USIA, AID, Commerce, Agriculture, Peace-Corps, and other.*

*Dependents of non-contractor, non-DOD US citizens*

*- Includes dependents of State Department, USIA, AID, Commerce, Agriculture, Peace-Corps, and other.*

*Contractor US citizens*

*Dependents of contractor US citizens*

*Non-Dod TDY, US government personnel*

*Military Dod at embassy*

*- Includes USMC guards, Seabees, defense attaché, MAAG, and other.*

*Dependents of military at embassy*

*- Includes dependents of USMC guards, Seabees, defense attaché, MAAG, and other.*

*Career and direct hire Dod employees*

*Dependents of career and direct hire Dod employees*

*Dependents of military, other categories*

*- Includes Army, Navy, Air Force, and USMC.*

*Dod TDY personnel*

*Non-citizens and dependents who are non-contractors*

*US citizens residents, non-US government*

*Number of US citizens residents, non-US government*

*Number of US citizens likely to require evacuation*

*US citizen tourists for different time periods*

*- Includes Dec-Feb, Mar-May, Jun-Aug, and Sep-Nov.*

*Third country nationals and other aliens.*

## **2. Initiating the System**

The Evacuation system is initiated by selecting the EVAC icon on the GCCS workstation “desktop”. Call the POCs on the last page if you have difficulty finding the EVAC icon.

### **3. Display to Screen**

#### **A. Report Type**

The user has a choice of either a detailed or a summary report by using the mouse to select the corresponding report from the picklist.

If the user chooses a summary report, the district option will become invalid.

#### **B. Country Selection**

A country can be selected in the three following ways: selecting from the picklist, typing the country code, or by typing the country name. To select the country by using the picklist either double click on the country or select the country followed by the select button on the display.

To select the country by typing the country code, click on the first portion of the country input line. Type the code for the desired country. When completed, press enter and the country name will automatically appear.

To select the country by typing the country name, click on the second portion of the country input line. Type the name of the desired country. When completed, press enter and the country code will automatically appear.

#### **C. District**

A district can be selected in the three following ways: selecting from the picklist, typing the district code, or by typing the district name.

To select the district by using the picklist either double click on the district or select the district followed by the select button on the display.

To select the district by typing the district code, click on the first portion of the district input line. Type the code for the desired district. When completed, press enter and the district name will automatically appear.

To select the district by typing the district name, click on the second portion of the district input line. Type the name of the desired district. When completed, press enter and the district code will automatically appear.

## **4. Print**

### A. Report Type

The user has a choice of either a detailed or a summary report by using the mouse to select the corresponding report from the picklist.

### B. Selecting / Deselecting Countries

The user may select as many countries as they desire, using three methods: individual, drag/highlight, and control select.

To individually highlight the available countries and move them to the selected countries list, click on the desired country and then click on the select button.

To highlight a contiguous section of available countries, hold down the mouse button and drag the mouse to highlight the countries desired.

To select several countries scattered within the list, hold down the control key and click on the desired countries.

## **5. User Controls**

### A. First/Previous

The first and previous buttons are used to move back and forth within the program.

To go back to the first screen, click on the first button.

To go back to the previous screen, click on the previous button.

### B. Execute/Continue

Click on the Execute button to begin the search of the database.

During the print mode, clicking on the Continue button will cause the data to be printed.

C. Quitting

To quit and exit the program, click on the pull down File menu at the top left hand corner of the screen and then select exit.

## 6. Points of Contact for EVAC System

<u>Name</u>	<u>Rank</u>	<u>Org</u>	<u>DSN</u>	<u>Comm</u>	<u>Responsibility</u>
Berlin, Jake	CAPT	DISA/GCCS PMO	761-2584	(703)681-2584	Technical Management
Busby, Mark	CDR	Joint Staff/J3 JOD Division	225-2925	(703)695-2925	EVAC JS OPR, Joint Operations
Niemi, Jeff	MSgt	DISA	225-0022	(703)695-0022	NICKA/EVAC Date Manager